



## Non-Academic Hiring Request Form

### Instructions

- Effective immediately, all units must complete the Hiring Request Form to:
  - Post any vacant positions
  - Hire any candidates into positions previously posted
- Positions **exempt** from this process include:
  - Student Assistants
  - 100% non-general fund positions (i.e., auxiliaries, grants, independent operations, etc.). Any job postings for positions on grants should be subsidy-conditioned.
- Any offers that were pending as of April 22, 2020, will be approved for hiring, however, hiring managers must complete the Non-Academic Hiring Request Form and provide a copy of the offer letter and/or email as evidence that an offer was pending.
- The requestor must consider if the position is critical to its operations and whether the job duties and responsibilities can be effectively reallocated to others within the S/C/D or department.
- Positions that have been vacant for six or more months **will not** be filled at this time and should not be requested. Any requests to fill these vacancies must demonstrate extenuating circumstances.
- Completed forms should be submitted to the S/C/D's [HR Consultant](#) who will forward them to the AVP of Human Resources.
- All requests must be reviewed and approved by the AVP of Human Resources and the Vice President of Finance & Business Operations before they are forwarded to the President for approval.
- Upon the President's decision, the unit will be notified of the decision.



**Non-Academic Hiring Request Form**

**Position Information**

Job Title: Position No.:	S/C/D:	Requestor's Name:
Posting Date: Posting #:	Department:	Requestor's Title:
E-class:	Full Time      Part Time %	Email Address: Phone No.:
Index #: Rqukkqp"Dwf i gv<	Funding Source: General Fund      Other	How long has this position been vacant?

**Current Status of the Position**

Posted Existing Position	Request to Post New Position	Interviews: Not Started      In Progress	Offer Extended (please attach a copy) Verbal      Written
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**Strategic Importance of the Position**

1.	How is this position critical to your school, college, division, or department?
2.	How does this position fulfill the unit's or the University's strategic priority?
3.	What are the essential job duties of the position?
4.	While the position has been vacant, how have the duties been performed?
5.	Can the job duties be accomplished by a re-organization of the SCD or department? If no, why not?

**Approvals**

Approver	Signature	Date	Phone No.
Hiring Manager			
BAO			
Dean/Vice President			
AVP/CHRO Human Resources	Fill Position      Delay Hiring		
Sr.VP & CFO, Finance & Business Operations	Fill Position      Delay Hiring		
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